

# HCC Summer Camp Parent/Guardian Information Sheet

Our mission is to intentionally teach life skills to help build young children into great people.



*Building Great People*

<p><b>Dates:</b> June 4-August 16, 2019 <b>Days/time:</b> Monday-Friday 6:30 a.m.-6:00 p.m. <b>Fees:</b> \$130/weekly \$35/registration fee (covers all field trips, special events, and extra-curricular activities) <b>Camp open house:</b> Thursday, May 30th 5:30-6:30 p.m.</p>
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**About our program** -HCC's 11 week summer program is located at 900 Roosevelt Rd. We provide convenient hours to accommodate working families. Summer staff is hired and receives extensive training prior to start of camp with continued support and training throughout the season. Typically, most of our staff leaders are college students. Our core purpose is to provide a safe atmosphere with positive role models to intentionally teach young children essential life skills for successful and happy living. Our staff will provide opportunities for young people to learn and practice core values including kindness, respect, creativity, sportsmanship, independence and confidence. This is achieved by engaging children in daily activities that will give our staff opportunities to teach core life skills. Fun is what is achieved when we accomplish our mission. Campers will be separated in age groups for most of the day with age appropriate activities. We have weekly scheduled field trips. **HCC's summer camp is not licensed or regulated by DCFS. Our facility does engage and comply with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers. Firearms are prohibited at our location.**

**Payments** -Payments are expected to be paid no later than Friday of the week attending. If other payment options are requested, this must be arranged and approved by the administrative manager. Payments will be accepted by the check in or check out staff person on duty until 8:30 a.m. and again after 3:30 p.m. You may make a payment at the front desk in the front of the building between those times. Your child's space is **NOT guaranteed** if you have an outstanding balance. Your payment reserves your child's spot for the following week. If you are receiving child care reimbursements, you will be expected to pay any co pays that are due at the **beginning of each month**. Because this program is designed and staffed around the participation of registered campers, we cannot refund fees or give credits for days absent. There are limited part time spots available. PT rates apply for the holiday week and week 11. Part time fees are \$30/day with a minimum of \$60 per week. If a child is considered part time and attends 5 days one week, the fee is \$150.00.

**Lunch** -Each child is required to bring a lunch daily. If your child forgets his/her lunch, you may call the office at 815-633-5817 or inform a camp leader of this. We will provide a lunch for the day ( typically PB&J, chips and fruit). A refrigerator is available for lunch storage if needed. Fridays are pizza days. If you want your child to have pizza and a drink, the cost is \$3.00. Reservations and payment is due the Thursday before by noon. A reservation sheet will be at the desk if you choose to purchase the meal. HCC does not allow children to share food due to food allergies. Children are encouraged to bring a water bottle daily with their name clearly marked.

**Snacks** -Children can bring their own afternoon snack or buy something from the snack store ( run by the older campers). Items will be sold for .25-\$1.00 and will include candy, chips, juice, gatorade, fruits, cheese sticks and more. If you would like to add money to a snack card (for any amount), he/she may use this instead of bringing cash to camp. We encourage younger children to do this. We will also have crackers or other snacks for anyone who would like some.

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**Dropping off and Picking up Campers-** Campers must be signed in at drop off and signed out at pick up. A person authorized to remove a child from the premises must sign him or her out. Please provide a list of people you are authorizing to pick up your child. Campers should be dropped off and picked up at the back camp door. The doors will be opened at 6:30 a.m. and close at 6:00 p.m.

**Late Pick-up-**Campers must be picked up by 6:00 p.m. In the case of an emergency or unforeseen circumstance, and you are not able to pick your child up by 6:00 p.m, you must call HCC and notify the camp leader of this. If you reach the answering machine, simply hang up and call again. Someone will usually pick up the second time. Car problems or heavy road traffic is excusable once. A fee of \$5.00 per 15 minutes will be charged.

**Money and personal belongings-** Campers are responsible for their own personal belongings. HCC or staff members are not responsible for lost or stolen personal items. Unless permission is granted by the Camp Director, electronics are not allowed at camp. If a child has a phone, it must be left in a backpack, lunch box, etc. There may be special circumstances that a child will be allowed an item from home (ex: show and tell, pajama day). Any special circumstances must be discussed with the Camp Director.

**Sickness-**If your child has a fever or flu like symptoms, he or she will not be allowed to attend camp. If he becomes ill after being dropped off the parent will be contacted to come and pick up the child. Refunds will not be given if a child misses a day or goes home sick.

**Medication Policy-**Camp team leaders will dispense medication to campers only if a permission slip has been signed and dated by the parent. Medication is to be sent in its pharmacy bottle, displaying the name and dispensing information.

**First - Aid Policy-**Camp staff will administer standard first aid treatments (ice packs, band aids, etc.). Parents will be notified immediately in the event of injury that may require emergency room attention. If parents are not available, the next call will be to the emergency contact listed on the registration form. In the event that neither party is available, an HCC staff member will accompany the camper to the emergency room/clinic.

**Gym/outdoor play-**Children will typically go outside to play in the morning and afternoon, weather permitting. Please have your child dressed appropriately with sunscreen applied in the morning. Gym or closed toe shoes must be worn at camp so they can run and play in the gym and outside. If your child is extra sensitive to the sun, please send a hat and/or other attire to wear outdoors.

**T-Shirt-**Each child will receive one free camp T-shirt. This is to be worn at every field trip or outing. An additional shirt may be purchased for \$8.00. If your child's shirt is lost, you will be required to purchase another.